

January 23, 2019

Mayor Wayne Fournier
City of Tenino
PO Box 4019
Tenino, Washington 98589

RE: Small City Economic Development Fund Program

The Port of Olympia (the Port) invites the Cities of Bucoda, Rainier, Tenino, and Yelm to participate in its Small City Economic Development Fund Program.

This Port program offers matching funds for use in economic development projects. The Port's 2019 budget provides for a total of \$40,000 in program funds to assist partnership communities with small economic development projects. Each City is eligible for up to \$10,000 for proposals that meet the program requirements.

Please begin the 2019 application process by completing the enclosed form. Information about the program is enclosed as well. We suggest the following timeline for this year's Program:

- February 1: Application process opens
- March 14: Deadline for proposals
- March 21: Commission work session
- March 25: Awards made
- December 31: Deadline for submitting all costs from awards

Please plan to attend the Commission work session on March 21 at 2:30 pm to discuss your proposal with the Commission. To access the Small Cities Program Application, please visit the following link.
<http://www.portolympia.com/91/Port-Economic-Development-Corporation>

If you have any questions, please call Sean Hoffert at 360-528-8021 or email Seanh@portolympia.com.

Regards,



Sam Gibboney
Executive Director

CC: City Clerk and Treasurer, John Millard

Port of Olympia Small City Economic Development Program Summary

The Port of Olympia Port Commission ("Commission") has created a Small City Economic Development Program (the "Program"). This Program, for cities in Thurston County with a population of less than 15,000, offers funds for use in local economic development projects. The Port of Olympia Port Commission ("Commission") determines the total funds for the program available in any calendar year during the Port's annual budget process. Eligible cities may submit one or more proposals during January and February of each calendar year to the Port Executive Director ("Executive Director"), or his or her designee, for screening. Following the January through February solicitation period, the Executive Director, or his or her designee, forwards all screened proposals to the Port of Olympia Economic Development Corporation ("Port EDC"), prior to May 1, for consideration and prioritization. The Port Commission then awards funds to the most worthy proposals no later than May 15. The number and value of individual awards may vary from year to year depending on the desires of the Port Commission, available Program funds, and the proposals submitted.

SMALL CITY ECONOMIC DEVELOPMENT PROGRAM PROJECT APPLICATION

1. Applicant Information

City:		
Address:		
Phone:	Contact:	
Date:	Amount Requested:	\$

2. Project Information

Title:
Description:
Use of Funds: (e.g. professional services, site readiness, feasibility)

3. Benefits / Needs of Project

<p>1) Is project related to job expansion/retention, recruitment or feasibility? 2) Describe job creation: direct or potential impacts? 3) Is it consistent with local or area plans? 4) Is status "ready-to-go," "last-dollars-in," or will help secure other sources, 5) will it help meet developer/business need timeline?</p>

4. Budget

Total cost:	\$	Dollars committed from own/other sources (attach evidence):	\$
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5. Schedule

Attach a timeline for the project.

6. Small City Economic Development Program Agreement

Project Application approval is contingent on execution of the Small City Economic Development Program Agreement.
